MODERN DCPDS FOREIGN ALLOWANCE PROCESSING GUIDE

Version 5

PREPARED BY CIVILIAN PERSONNEL MANAGEMENT SERVICE/MODERN SYSTEM DEVELOPMENT (CPMS/AMD)

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INDEX

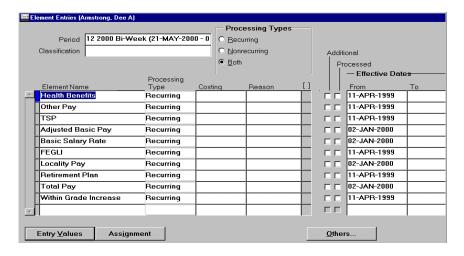
TOPIC	PAGE
I. Introduction	2
II. General Processing Information	3
III. DCPDS Processing Guidance	<u>7</u>
A. Living Quarters Allowance	7
B. Post Allowance	10
C. Danger Pay	11
D. Imminent Danger Pay	12
E. Separate Maintenance Allowance	14
F. Post Differential	15
G. Home Leave	16
IV. Payroll Interface Specifications	17
V. Automated LQA Reconciliation Process	19
Situation Examples	20

I. INTRODUCTION

- A. This document provides guidance for authorizing specific Foreign Allowance entitlements in the Defense Civilian Personnel Data System (DCPDS) to flow via the automated interface to update the Defense Civilian Payroll System (DCPS). The documentation and information provided herein does not constitute policy nor does it alleviate the user of responsibility to obtain current authorization information from the Department of State Standardized Regulation (DSSR). The intent of this document is to provide DCPDS processing instruction to ensure accurate and consistent maintenance of foreign allowance data across the Department of Defense.
- B. As necessary, information is quoted from the DSSR to clarify the intent of a given data field or input value. The quotations are affected by changes to the DSSR, but may not be immediately updated in this document. It is essential that Department of State documentation be the primary source for determining authorization of allowances. The processes and procedures for maintenance of DCPDS records and DCPS interface of allowance transactions, however, are to be taken from this document as the primary and official source.
- C. Not all foreign allowance types are supported by DCPDS and DCPS interface processing. Allowances authorized that are not included in this document are manually entered into the payroll system from the completed Foreign Allowances Application, Grant and Report, SF-1190, and appropriate worksheets.
- D. New processes may be defined for inclusion in the automated interface process only after coordination between CPMS-AMD and DFAS, TSOPE to ensure methods, values, and results are systematically appropriate. This essential coordination is also required for temporary workaround processes that may be required because of unique record conditions or system functionality interruptions.
- E. Foreign allowance authorizations that result from TDY events in accordance with DSSR guidelines are not to be processed in DCPDS until completion of the TDY period. At that time, the initial establishment and appropriate termination actions will be processed and flowed to payroll for one time payment of the entitlement.

II. GENERAL PROCESSING INFORMATION

A. Update and data storage for system-supported allowances is accomplished in People/Enter and Maintain/Assignment/Entries. A separate element is provided for each type of allowance supported by automated interface processes. Historical allowance authorization information is viewable through the modern DCPDS date track feature.



- B. Effective date of the authorization is set by date tracking to the appropriate effective date before beginning the update or input process. The authorization effective date will be reflected under the Effective Dates From column of the entry as reflected in the example above. For further information about date tracking, please refer to the Modern DCPDS Users Guide, Module 1, Chapter 4.
- C. Each entitlement element includes a six-character location code to record the location applicable to Section 920 of Department of State Standardized Regulation. A crosswalk file has been prepared to relate the GSA-GEOLOC in the employee's position record to the Section 920 code. The file is a "table" format in a Microsoft WORD document that can be searched or stored in other software formats. File is available through electronic transfer only, e-mail, FTP, etc.
- D. The following table contains the action codes that will be used to control editing and payroll interface information. The value is stored in the element entry and controls appropriateness of subsequent actions. The table includes an expanded definition and usage explanation for each of the Action Codes applicable to allowance processes.

LOV VALUE	USAGE/DEFINITION
CANCEL	Use to cancel an erroneous authorization. Effective date of
	cancellation will be the same as the effective date of the
	action being canceled. Any payment of the allowance based
	on the action being canceled will be collected from the

	employee.
INITIATE	Identifies the initial establishment of the allowance
	authorization. A currently open element for the same
	allowance type may not exist when this action is specified.
MODIFY	Allows for changes to the allowance information with an
	effective date later than the initial authorization. Used
	following reconciliation, when the employee moves to a new
	residence, changes in number of dependents, etc. Not to be
	used to correct data back to the last action effective date (SEE
	CORRECT BELOW).
RESTART	Used to restart the allowance following suspension of
	payment for out of country or other temporary suspensions of
	payment. Last action code stored in the record must be
	"SUSPEND".
SUSPEND	Allows for temporary suspension of allowance payment when
	the employee is out of country or for other reasons not
	entitled to the allowance payment for a short period of time.
	Not to be used to document termination of the allowance
	because of relocation of the employee's duty assignment.
TERMINATE	Used to discontinue the allowance when the employee is no
	longer entitled to the payment because of changes in the
	authorizing conditions.
CORRECT	Corrects authorization information previously entered in
	DCPDS. The effective date of correction must be the same as
	the effective date reflected in the entry. May not be used to
	correct the effective date. If the effective date of the
	authorization is wrong, the action must be canceled and
	reinput.

- E. When processing any new authorization or modification to an existing element, the system will ask you to specify whether the change is and "UPDATE" or "CORRECTION". For each of the action type above EXCEPT "CORRECT" the update button should be applied. The action type "CORRECT" should be accomplished with the "CORRECTION" button.
- F. Some specific business rules have been incorporated into the system processes to ensure the validity of data and the appropriate use of last action values.
 - 1. If Last Action Code "INITIATE" is selected, an existing authorization may not be present. Modification of an existing entitlement will be accomplished by specifying, "MODIFY". Non-numeric NOA 5EN will flow to DCPS to establish the allowance authorization in the payroll record.
 - 2. If Last Action Code "MODIFY" is selected, the effective date (determined by date tracking) must be later than the from date of the element. Only the

data fields needing change should be input. Data not included in the update will remain unchanged and will be included in the transaction provided to DCPS. Non-numeric NOA 5EC will flow to DCPS to modify the payroll record.

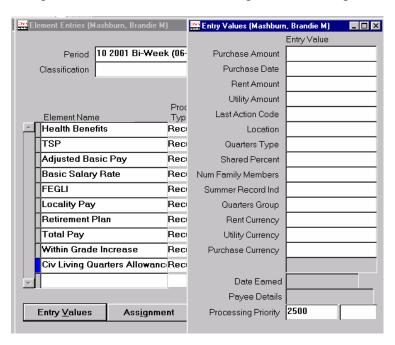
- 3. If "CANCEL" is selected, you must date track to the from date of the element being canceled. The element entry will be end-dated and NOA 001 will flow to DCPS to cancel the allowance authorization in the payroll record.
- 4. If "TERMINATE" is selected, the processing date must be later than the element FROM date and the element TO date must be null. The entry will be end-dated and non-numeric NOA 5ED will flow to DCPS to terminate payment of the allowance.
- 5. If "CORRECT" is selected, the user must date-track to the effective date of the authorization being corrected. Only those data fields being corrected should be included in the transaction. The DCPS interface format will be similar to correction RPA processing in that only the data changed and required control data will be reflected in the interface transaction. NOA 002 will flow to DCPS to accomplish the correction in the payroll record.
- 6. If "SUSPEND" is selected, LAST-ACTION-CODE must be "INITIATE", "MODIFY", "RESTART", or "CORRECT'. The effective date controlled by date-track must be later than the effective date of the element being suspended. With this action, the authorization is not actually terminated in DCPDS, however, a non-numeric NOA 5ED will flow to DCPS to stop payment of the allowance.
- 7. If "RESTART" is selected, the LAST-ACTION-CODE must be "SUSPEND". The effective date of the entitlement being restarted must be later than the entitlement effective date stored in the record. If changes are required to authorization information, they may be accomplished at the time of the status change. Non-numeric NOA 5EN will flow to DCPS to start payment of the allowance.
- 8. Automated processes in modern DCPDS provide for transfer of records between DoD agencies as well as change in appointing office transactions and include the movement of the employee record information. Allowance authorizations that would previously terminate automatically in legacy because the data did not electronically transfer to the gaining agency or HRO. The gaining HRO must carefully check to ensure the previous authorizations are end-dated in the person's assignment entries following completion of the personnel action to accomplish the assignment change. If the entry continues, it will be necessary to terminate the authorization through update of the element and date-track to the appropriate effective date as described

below. DCPS will continue to automatically terminate allowance payments based on the employee movement out of the assigned location code. In some cases, however, it is necessary to terminate the entitlement prior to the actual departure date. The appropriate effective date for earlier termination of the authorization must reflect the day following the day the payment is to be stopped. For example, employee is returning to CONUS, but moves from permanent living quarters into temporary living quarters a month before the actual departure from country. If the payment is to be stopped at the end of day on 10 July, the termination action processed will reflect an effective date of 11 July. This will ensure the employee receives the proper allowance amounts for 10 July.

III. DCPDS PROCESSING GUIDANCE

A. Living Quarters Allowance (LQA)

1. The data fields shown on the sample LQA element have been established in DCPDS to record LQA authorizations. A brief description of each data field and specific instruction as to value input or intent is provided.



DATA NAME	DEFINITION
PURCHASE AMOUNT	Records the purchase price of home. Amount recorded in US dollars converted from the foreign amount by the conversion rate in effect on the date of purchase; spaces if not applicable. DO NOT REDUCE FOR CO-OWNED QUARTERS - DCPS WILL COMPUTE SHARED AMOUNT. Input whole currency amount only, no decimal numbers.
PURCHASE DATE	Date 10-year period for purchased quarters begins. DD-MMM-YYYY
RENT AMOUNT	Rental Amount authorized. Amount reflects the total authorization for one year. Enter foreign currency amount; LEAVE BLANK if not applicable. *(See Note 1 for further guidance.) DO NOT REDUCE FOR SHARED QUARTERS - DCPS WILL COMPUTE SHARED AMOUNT. Input whole currency amount only, no decimal

	numbers. ** (See Note 2 Below for DSSR
	Definition of "RENT")
UTILITY AMOUNT	Total authorized for all utilities for one year.
	Enter foreign currency amount. DO NOT
	REDUCE FOR SHARED QUARTERS - DCPS
	WILL COMPUTE SHARED AMOUNT. Input
	whole currency amounts only, no decimal
	numbers.
LAST ACTION CODE	Values and uses are described in section II.
	GENERAL PROCESSING INFORMATION
LQA-LOCATION	First six characters of the GSA-GEOLOC for the
	DSSR Section 920 location of the authorization.
	May or may not be the same as the GSA-
	GEOLOC for the duty location.
QUARTERS TYPE	Quarters are owned, co-owned, rented, or shared
SHARED PERCENT	Percentage of rent/utilities paid by the employee
	in shared quarters.
NUM FAMILY MEMBERS	Number of family members included in the
	authorization. This entry does not include the
	employee. May be 00 if appropriate.
SUMMER RECORD IND	FOR DoDEA USE ONLY: Specifies whether
	LQA payments do or do not continue during
	summer recess period
QUARTERS GROUP	Identifies the quarters group for LQA defined by
	Department of State
RENT CURRENCY	Type of currency recorded in RENT AMOUNT
	field; spaces if not applicable
UTILITY CURRENCY	Type of currency recorded in UTILITY
	AMOUNT; spaces if not applicable
PURCHASE CURRENCY	Type of currency recorded in PURCHASE
	AMOUNT field; spaces if not applicable.

^{*}Note 1: Annual rental amount authorized must be recorded to this field whether or not the amount has been paid to the employee in advance. DCPS will determine the pay period advance reimbursement amount based on the annual authorized amount.

^{**}Note 2: Extract from DSSR Definition of "RENT": "When approved by the head of agency as necessary to provide such living quarters, rent may include in addition to the basic annual rental, the cost of: (1) rental of garage space for one car only for each employee, at not to exceed 25 percent of the employee's applicable maximum annual quarters allowance rate, regardless of whether such space is included with the quarters; (2) separate rental of necessary furniture at not-to- exceed 25 percent of the applicable maximum annual quarters allowance rate, meaning rental of necessary basic furniture and/or equipment, etc., but exclusive of pianos, other musical instruments, radios, television sets, etc. from source other than the landlord (rental of

furniture and/or space from the same source under two agreements or contracts is considered to be rental of "furnished quarters"); (3) insurance on the property and/or furnishings so rented, if such insurance is required by local law to be paid by the lessee; (4) agent's fee with authorizing officer certifying that fee is customary, reasonable, and legal under local law; (5) interest on a loan from an American institution to finance "key money" paid to a landlord; (6) garbage and trash disposal; and (7) mandatory as opposed to optional fees required for maintenance of common areas ("condominium fees")." Based on this definition, annual amounts for these rentals/fees should be included in the LQA-AMT-RENT field. If one-time payments are appropriate, the payment will be made from the SF-1190 with no entry into DCPDS.

LISTS OF VALUES FOR LQA DATA FIELDS

Following are the lists of values associated with Quarters Type and Quarters Group. LOVs are also provided for Currency Types; however, these are too large to display in this document.

QUARTERS TYPE LIST OF VALUES

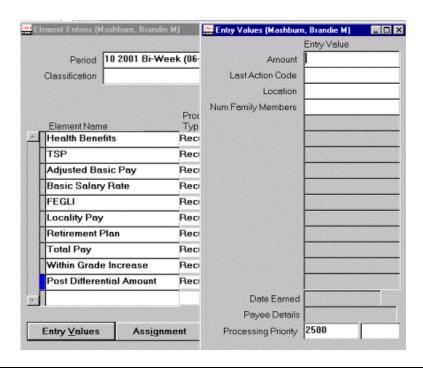
INTERFACE	
CODE	LIST OF VALUES
	NOT APPLICABLE (SPACE)
1	OWNED
2	CO-OWNED
3	RENTED
4	SHARED

QUARTERS GROUP LIST OF VALUES

INTERFACE	
CODE	LIST OF VALUES
	NOT APPLICABLE (SPACE)
1	Chief of Mission/Career Ambassador
2	SFS/FS 01-02/SES/SL/ST/GS 14-15
3	FS 03-05/GS 10-13/WG 14-15/WL 12-15/WS 11-19/DODDS
	Sch C BA Degree Step 4 and Above/SCH D - F, K, L, and M
	- O
4	FS 06-09/GS 01-09/WG 01-13/WL 01-11/WS 01-10/DODDS
	Sch C BA Degree Step 1-3

B. Post Allowance (PAL)

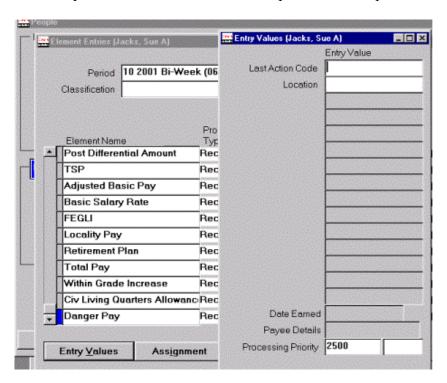
1. The data fields shown on the sample element have been established in DCPDS to record post allowance authorizations. The element was erroneously named "POST DIFFERENTIAL AMOUNT" at development, but will be changed to reflect the appropriate title at a later date. A brief description of each data field and specific instruction as to value input or intent is provided.



DATA NAME	DEFINITION
AMOUNT	THIS FIELD MUST BE LEFT BLANK ON ALL
	ACTIONS. IT WAS ERRONEOUSLY
	INCLUDED IN THE DDF.
LAST ACTION CODE	Values and uses are described in section II.
	GENERAL PROCESSING INFORMATION
LOCATION	First six characters of the GSA-GEOLOC for the
	DSSR Section 920 location of the authorization.
	May or may not be the same as the GSA-
	GEOLOC for the duty location.
NUM FAMILY MEMBERS	Number of family members included in the
	authorization. This figure includes the employee
	and must be at least 01.

C. Danger Pay (DPY)

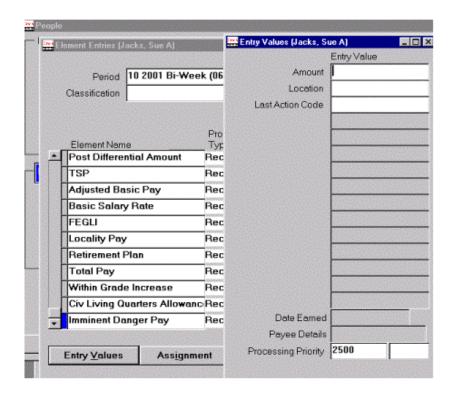
1. The data fields shown on the sample Danger Pay element have been established in DCPDS to record authorizations. A brief description of each data field and specific instruction as to value input or intent is provided.



DATA NAME	DESCRIPTION
LAST ACTION CODE	Values and uses are described in section II. GENERAL PROCESSING INFORMATION
LOCATION	First six characters of the GSA-GEOLOC for the DSSR Section 920 location of the authorization. May or may not be the same as the GSA-GEOLOC for the duty location.

D. Imminent Danger Pay (DEP)

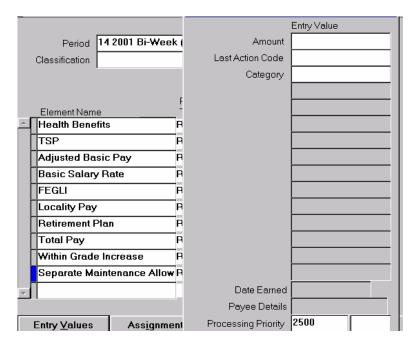
- 1. This element records "Danger Pay under DSSR 652g" commonly referred to as "Imminent Danger Pay". This allowance is granted to civilian employees who accompany US military forces designated by the Secretary of Defense as eligible for imminent danger pay.
- 2. Imminent Danger Pay is a one-time whole dollar amount payment. Authorization cannot be processed if the employee is already drawing Danger Pay. As documented in the 27 Feb 1996 OASD Memorandum, subject "Interim Procedures for Payment of Danger Pay Allowance Under DSSR Section 652g" the following procedures are in effect for authorizing the entitlement.
- a. An employee on detail to an area designated for danger pay is entitled to the allowance for the first 42 consecutive days. On the 43rd day, the employee becomes eligible for the post differential designation for the post.
- b. Imminent Danger Pay will be calculated as a daily rate and paid on a monthly basis. Daily rates will be determined by dividing \$150 (or the actual authorized amount if different) by the number of days in the month on location. This rate will change based on the number of days in a month. For periods of less than a month, an employee is entitled to the daily rate times the number of days in the month the employee is in the allowance area.
- 3. At present, DCPDS does not automatically end-date the authorization, even thought this is a one-time payment. System modifications have been requested to support this requirement. In the interim, IF SUBSEQUENT PAYMENTS ARE TO BE AUTHORIZED, please date-track to the pay period following the pay period in which the authorization was effective and terminate the authorization. Notify payroll center that the termination is not to be applied to the previous payment
- 4. The following data fields have been established in DCPDS to record Imminent Danger Pay authorizations. A brief description of each data field and LOV references, if applicable, are provided.



DATA NAME	DESCRIPTION
AMOUNT	Amount is reflected as whole American dollars.
	Amount is authorized by incident.
LOCATION	First six characters of the GSA-GEOLOC for the DSSR Section 920 location of the authorization. May or may not be the same as the GSA-GEOLOC for the duty location.
LAST ACTION CODE	Values and uses are described in section II. GENERAL PROCESSING INFORMATION

E. Separate Maintenance Allowance (SMA)

1. The following data fields have been established in DCPDS to record Separate Maintenance Allowance authorizations. A brief description of each data field and LOV references, if applicable, are provided. The amount field is not to be updated by DoD users. Amount of payment is determined in the payroll system based on the Category code and current Department of State tables.



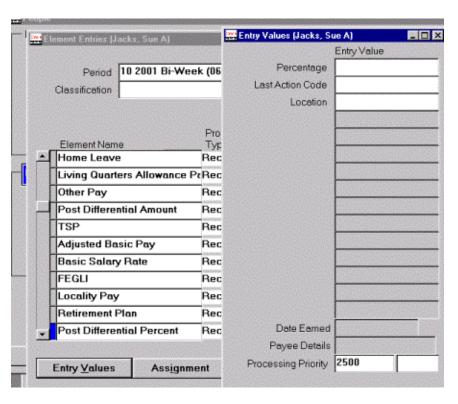
DATA NAME	DESCRIPTION
CATEGORY	SEE LIST OF VALUES BELOW
LAST ACTION CODE	Values and uses are described in section II.
	GENERAL PROCESSING INFORMATION

SEPARATE MAINTENANCE ALLOWANCE CATEGORY LIST OF VALUES

INTERFACE	LIST OF VALUES
CODE	
	NOT APPLICABLE (SPACE)
1	1 CHILD ONLY
2	2 OR MORE CHILDREN
3	1 ADULT ONLY
4	1 ADULT AND 1 ADDITIONAL FAMILY MEMBER
5	1 ADULT AND 2 OR 3 ADDITIONAL FAMILY
	MEMBERS
6	1 ADULT AND 4 OR MORE ADDITIONAL FAMILY
	MEMBERS

F. Post Differential (PDF)

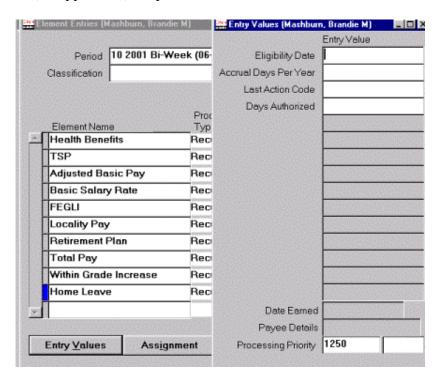
- 1. Post differential is recorded in DCPDS to document the employee is entitled to the percentage authorized by Department of State. The percentage is not recorded as it is updated by DCPS based on Department of State increases and decreases on a pay period basis.
- 2. The data fields shown on the sample element have been established in DCPDS to record post differential authorizations. The element was named "POST DIFFERENTIAL PERCENT" at development, but may be changed to reflect the appropriate title at a later date. A brief description of each data field and specific instruction as to value input or intent is provided.



DATA NAME	DESCRIPTION
PERCENT	THIS FIELD MUST BE LEFT BLANK ON ALL
	ACTIONS. IT WAS ERRONEOUSLY INCLUDED
	IN THE DDF.
LAST ACTION CODE	Values and uses are described in section II. GENERAL
	PROCESSING INFORMATION
LOCATION	First six characters of the GSA-GEOLOC for the
	DSSR Section 920 location of the authorization. May
	or may not be the same as the GSA-GEOLOC for the
	duty location.

G. Home Leave (HML)

1. The following data fields have been established in DCPDS to record Home Leave authorizations. A brief description of each data field and LOV references, if applicable, are provided.



DATA NAME	DESCRIPTION
ELIGIBLITY DATE	Date the employee will be eligible to begin using
	Home Leave YYMMDD
ACCRUAL DAYS PER	Number of days of Home Leave accrued each year.
YEAR	
LAST ACTION CODE	Values and uses are described in section II.
	GENERAL PROCESSING INFORMATION
DAYS AUTHORIZED	THIS FIELD MUST BE LEFT BLANK ON ALL
	ACTIONS. IT WAS ERRONEOUSLY
	INCLUDED IN THE DDF

IV. PAYROLL INTERFACE SPECIFICATIONS:

A. Foreign Allowance data is provided to payroll through electronic interface using the standard 500-character format. This data writes to the format only for transactions that update the specific allowance group and will be blank for all other interface transactions. The following table reflects the format positions used for Foreign Allowance data.

FORMAT		
POSITION	SIZE	DATA NAME
51	1	SMA-CATEGORY
		LQA PURCHASE CURRENCY
111	3	Or
		LQA RENT CURRENCY
		LQA PURCHASE AMOUNT
161	10	Or
		LQA RENT AMOUNT
201	1	LQA QUARTERS TYPE
211	1	LQA SUMMER RECORD IND
219	7	DEP-AMOUNT
	6	LQA LOCATION
308		Or
		PAL LOCATION
		Or
		DPY LOCATION
		Or
		PDF LOCATION
		Or
		DEP LOCATION
		LQA NUM FAMILY MEMBERS
314	2	Or
		PAL NUM FAMILY MEMBERS
332	1	LQA QUARTERS GROUP
357	2	LQA SHARED PERCENT
403	3	LQA UTILITY CURRENCY
453	10	LQA UTILITY AMOUNT

B. The "nature of action code" that is written to the payroll interface transaction is derived by the system based on the value input to LAST ACTION CODE. The following values are appropriate:

<u>IF LAST ACTION CODE IS:</u> <u>THEN NOAC WILL BE:</u>

INITIATE or RESTART 5EN – Establish a new authorization

MODIFY 5EC – Modify an authorization with a

New effective date

TERMINATE OR SUSPEND 5ED - Terminate an authorization

CANCEL 001 *See note – Cancel the

Authorization

CORRECT 002 *See note – Correct the

authorization

*Note: Position 305-307, CORRECTED NOA, of the 500-character format will reflect "5EN" for correction of Foreign Allowance transactions.

C. DCPDS also generates the appropriate value for payroll interface 500-character format position 210, EMPL-ENTITLEMENT. The Foreign Allowance PTI determines the value that will be provided to DCPS.

IF ELEMENT UPDATED IS: THEN EMPL-ENTITLEMENT WILL BE:

Living Quarters Allowance	E
Post Allowance	F
Danger Pay	R
Separate Maintenance Allowance	Н
Post Differential	G
Imminent Danger Pay	В
Home Leave	W

V. AUTOMATED LQA RECONCILIATION PROCESS

- A. In accordance with Department of State Standardized Regulation (DSSR) Section 077.2, reconciliation of the amounts paid an employee for Living Quarters Allowance to the amounts the employee has actually expended is required for the following circumstances.
 - 1. Employee initially occupies economy quarters in the preceding twelvemonth period.
 - 2. Employee changes economy quarters in the preceding twelve-month period.
 - 3. Employee may request reconciliation at any time.
 - 4. More frequent reconciliation may be deemed necessary as indicated in Section 134.16 of the DSSR because of excessive fluctuation in utilities or other quarter's costs.
- B. When authorizations are established for utilities and other quarter's expenses, the amounts are estimated based on previous histories of the quarters or other reasonably reliable comparisons to similar quarters in the area. The reconciliation process allows for review of actual expenditures that allows for equalization of the authorizations after the first year. Generally, there will be no change in the rent amounts authorized if the original authorization was based on a lease that covered the term of residence.
- C. **BEFORE YOU BEGIN**: Ensure the LQA authorization is present in the employee's DCPDS record with the appropriate beginning date reflected in the element From Date. Proceed with the appropriate instructions in paragraph D.
- D. Following the procedures outlined below will accomplish electronic submission of actual expended amounts. The payroll technician must intervene to roll the amounts forward. The process allows for electronic adjustments to determine over or under payment during the previous authorization period resulting in faster payment of amounts due the employee and debt processing when necessary.
 - 1. The period of reconciliation will be from the date of current authorization reflected in the element entry and the end of pay period (see *Note 1*) in which the reconciliation is completed. If the period of reconciliation covers more than one authorization period, each element entry will be corrected to reflect the re-determined authorization amounts.
 - 2. Upon completion of review of appropriate receipts or statements and compilation of expended amounts select the appropriate situation from below and complete the steps as indicated.

LQA Reconciliation Processing Steps, Situation 1

In this situation the employee assignment date is earlier than the LQA authorization date. This record converted to modern DCPDS before the fix was made to store the entry with the actual LQA beginning date, requiring an additional step to resolve the authorization date issue first. The example provided below reflects dates used for the example record only. User must insert the correct dates for the employee record being reconciled.

Example Record Considerations:

Employee assignment date is 30 July 1999

LQA authorization origination date is 1 Oct 1999

Authorization has not been modified or changed since initiated

Conversion from legacy to modern established the LQA entry with a start date of 30 Jul 1999

Step 1: Resolve the erroneous element start date

- + Navigate to People / Enter and Maintain / Assignment / Entries / Civ Living Ouarters Allowance
- + Date track to the erroneous element start date (30-Jul-1999) Hit F8 to refresh the entries
 - + Change the Last Action Code to "CANCEL"
 - + When decision box appears click "CORRECTION"
- + Click Save - Save will produce PAY500 with NOA 001, effective date of 30 July 1999 and Corrected NOA 5EN
 - + Click the RED X to delete the entry.
 - + When asked if you really want to delete the record click YES
 - + When asked "End Date" or "Purge", select "End Date"
 - + Again Click Save to store the end-dated entry.
- + Date Track to the ACTUAL LQA Authorization Start Date (1-Oct-1999), Hit F8 to refresh the entries
- + Select the first empty entry line on the screen and open the LOV and select Civ Living Quarters Allowance
 - + Click Entry Values to open the DDF
 - + Populate the correct data for the entry. (Show the last action value as Initiate)
- + Save the entry by clicking the Save button. PAY500 with NOA 5EN and actual effective date will be created.
- + Reset the date-track to the current date, refresh the entries screen (F8) and verify the Civ Living Quarters Allowance entry values and from date.

Step 2: Correct the original authorization data based on the receipts provided by employee

- + Reconciliation update is done as of the date of the authorization. Date track to 1-Oct-1999 and hit F8 to refresh the entries.
 - + Select Civ Living Quarters Allowance and open the Entry Values
 - + Key in the corrected Rent or Utilities amount and hit TAB key

- + When option box appears, select "Correction"
- + Change Last Action Code to "Correct"
- + Save the entry. PAY500 will be produced with NOA 002 and effective date equal to the date to which date-tracked Corrected NOA will reflect 5EN.

Step 3: Establishing the revised authorization effective immediately following the reconciliation period

- + Date track to 1 April 2001.
- + Last Action value will be "Modify"
- + Update the fields that require revision to newly authorized amounts (rent and/or utilities).
 - + Save the entry
- + The modification will set the record for the next payment and reconciliation period.

END OF SITUATION 1 PROCESSING

LQA Reconciliation Processing Steps, Situation 2

In this situation the employee assignment is later than the LQA authorization date. Deployment to modern took place after the assignment start date and the previous assignment does not already exist in the modern database. This record converted to modern DCPDS before the fix was made to store the entry with the actual LQA beginning date, requiring an additional step to resolve the authorization date. The example provided below reflects dates used for the example record only. User must insert the correct dates for the employee record being reconciled.

Example Record Considerations:

Employee assignment date is 25 Feb 2001

LQA authorization origination date is 1 Jan 2000

Reconciliation Period is 1 Jan 2000 thru 31 Dec 2000

Authorization has been modified or changed since initiated 1 Sep 2000

Conversion from legacy to modern established the LQA entry with a start date of 25 Feb 2001.

Step 1: Establish the employee assignment that existed on 1 Jan 2000

- + Identify or establish a position record matching the position of assignment as of the 2000 date.
- + Using the 911 Record Reconstruct capability, create the assignment that was in effect on the date of the LQA authorization.

Step 2: Insert the LQA Authorization as it existed on 1 Jan 2000

- + Navigate to People Enter and Maintain / Assignment / Entries
- + Date Track to 1 Jan 2000, press F8 to refresh the entries.
- + Click into the first available entry field and select Civ Living Quarters Allowance from the LOV
 - + Last Action value will be "Initiate"
- + Update all fields with the values that applied as of 1 Jan 2000. If the values were a result of reconciliation rather than a new authorization, be sure to put in the newly authorized amounts determined by the reconciliation process.
- + Save the entry. NOAC 5EN will be written to payroll and should not modify the existing authorization. Action must be 100% accurate.

Step 3: Resolve the erroneous element start date

- + Navigate to People / Enter and Maintain / Assignment / Entries / Civ Living Quarters Allowance
- + Date track to the erroneous element start date (25 Feb 2001) Hit F8 to refresh the entries
 - + Change the Last Action Code to "CANCEL"
 - + When decision box appears click "CORRECTION"

- + Click Save - Save will produce PAY500 with NOA 001, effective date of 25 Feb 2001 and Corrected NOA 5EN
 - + Click the RED X to delete the entry.
 - + When asked if you really want to delete the record click YES
 - + When asked "End Date" or "Purge", select "End Date"
 - + Again Click Save to store the end-dated entry.
- + Date Track to the ACTUAL LQA Authorization Start Date (1-Sep-2000), Hit F8 to refresh the entries
- + Select the first empty entry line on the screen and open the LOV and select Civ Living Quarters Allowance
 - + Click Entry Values to open the DDF
 - + Populate the correct data for the entry. (Show the last action value as Modify)
- + Save the entry by clicking the Save button. PAY500 with NOA 5EC and actual effective date will be created.
- + Reset the date-track to the current date, refresh the entries screen (F8) and verify the Civ Living Quarters Allowance entry values and from date.
 - + This action will end date the 1 Jan 2000 entry.

Step 4: Correct the original authorization data based on the receipts provided by employee

- + Reconciliation update is done as of the date of the authorization. Date track to 1-Jan-2000 and hit F8 to refresh the entries.
 - + Select Civ Living Quarters Allowance and open the Entry Values
 - + Key in the corrected Rent or Utilities amount and hit TAB key
 - + When option box appears, select "Correction"
 - + Change Last Action Code to "Correct"
- + Save the entry. PAY500 will be produced with NOA 002 and effective date equal to the date to which date-tracked Corrected NOA will reflect 5EN.
- + Date track to the modification entry date (1-Sep-2000) and hit F8 to refresh the entries.
 - + Select Civ Living Quarters Allowance and open the Entry Values
 - + Key in the corrected Rent or Utilities amount and hit TAB key
 - + When option box appears, select "Correction"
 - + Change Last Action Code to "Correct"
 - + Save the entry.

All entries applicable to the reconciliation period must be updated in this fashion. Be sure the sequence of update is oldest to newest.

Step 5: Establishing the revised authorization effective immediately following the reconciliation period

- + Date track to 1-Jan-2001.
- + Last Action value will be "Modify"

- + Update the fields that require revision to newly authorized amounts (rent and/or utilities).
- + Save the entry + The modification will set the record for the next payment and reconciliation period.

END OF SITUATION 2 PROCESSING

LQA Reconciliation Processing Steps, Situation 3

In this situation the employee assignment is later than the LQA authorization date. Deployment to modern took place after the assignment start date and the previous assignment does not already exist in the modern database. This record converted to modern DCPDS after the fix was made to store the entry with the actual LQA beginning date. The example provided below reflects dates used for the example record only. User must insert the correct dates for the employee record being reconciled.

Example Record Considerations:

Employee assignment date is 25 Feb 2001

LQA authorization origination date is 1 Jan 2000

Reconciliation Period is 1 Jan 2000 thru 31 Dec 2000

Conversion from legacy to modern established the LQA entry with a start date of 1 Jan 2000.

Step 1: Establish the employee assignment that existed on 1 Jan 2000

- + Identify or establish a position record matching the position of assignment as of the 2000 date.
- + Using the 911 Record Reconstruct capability, create the assignment that was in effect on the date of the LQA authorization.

Step 2: Correct the original authorization data based on the receipts provided by employee

- + Reconciliation update is done as of the date of the authorization. Date track to 1-Jan-2000 and hit F8 to refresh the entries.
 - + Select Civ Living Quarters Allowance and open the Entry Values
 - + Key in the corrected Rent or Utilities amount and hit TAB key
 - + When option box appears, select "Correction"
 - + Change Last Action Code to "Correct"
- + Save the entry. PAY500 will be produced with NOA 002 and effective date equal to the date to which date-tracked Corrected NOA will reflect 5EN.
- + Date track to the modification entry date (1-Sep-2000) and hit F8 to refresh the entries.
 - + Select Civ Living Quarters Allowance and open the Entry Values
 - + Key in the corrected Rent or Utilities amount and hit TAB key
 - + When option box appears, select "Correction"
 - + Change Last Action Code to "Correct"
 - + Save the entry.

Step 3: Establishing the revised authorization effective immediately following the reconciliation period

+ Date track to 1-Jan-2001

- + Last Action value will be "Modify"
- + Update the fields that require revision to newly authorized amounts (rent and/or utilities).
 - + Save the entry
- + The modification will set the record for the next payment and reconciliation period.

END OF SITUATION 3 PROCESSING

Note 1: Accomplishing reconciliation through the end of pay period may not be appropriate for LQA termination reconciliation. In that case, the last date of LQA payment will be appropriate. In addition, a reconciliation that results from occupation of a different residence will be through the day before the authorization for the new residence is effective.

COMMENT: Reverse interface processes that accumulated LQA payment amounts in DCPDS for use in the reconciliation process are no longer required with implementation of the electronic reconciliation procedures provided in this topic. System changes will be requested in both DCPDS and DCPS to discontinue the processes. Documentation of related items have been removed from this processing guide.